



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 612**  
Series of 2024

**TO: Engr. Phloem D. Galupo**

**RE: Designation as OIC Head, Building and Housing Maintenance**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: July 22, 2024**

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC Head, Building and Housing Maintenance**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring all maintenance activities, budget for repair and maintenance and prioritization;
2. Supervise BHW personnel for conducting repair and maintenance activities;
3. Monitor and update occupancy permit for all university facilities and building.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **July 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

**cc:** OVPAF  
OVPPRGAS  
File

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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